



Staff Congress

Draft Minutes for July 17, 2019

304 North Applied Science Building

Present: Marty Anderson, Laura Lohr Buchanan, Charley Allen Dunn, Duane Dycus, Jessica Evans, Debbie Griffin, Marion Hale, LaDonna Hamontree, Orville Herndon, Trish Lofton, Leanna Linn McClure, Jeremy McKeel, Jerry O'Bryan, Evan O'Neal, Debbie Plummer, Brian Purcell, Tim Williams, and John Young.

Guests: Jackie Dudley, Vice President of Finance and Administrative Services; Lisa Hanberry; Dan Kemp, Chair, Board of Regents; Nick Kendall; Jennifer Thorne; and Brian Truskey.

CALL TO ORDER: Staff Congress President Marion Hale called the meeting to order. She introduced officers and guests, including Board of Regents Chair, Dan Kemp, and MSU News Summer Intern Nick Kendall. For the benefit of new members, she asked Congress members to introduce themselves. She recognized staff guests present and thanked them for their interest in Staff Congress.

REPORTS FROM SPECIAL GUESTS:

Jackie Dudley, Vice President of Finance and Administrative Services: Jackie Dudley discussed project updates. The Curris Center parking lot renovation is expected to be completed before classes start and will provide approximately 37 additional parking spaces. Starbucks and Chick-fil-A will open after classes start. The Stewart Stadium parking lot has been repainted. Repairs to the Sparks Hall canopy and steps will begin in a couple of weeks. Designs for Woods Park will be on display in Waterfield Library for student input. Richmond Residential College is on schedule to be ready for the fall semester. The Blackburn Hall renovation is progressing. The drainage project around the exterior of Pogue Library has begun. She complimented staff for the appearance of the quad. A 5-day special legislative session regarding pension funding will begin on July 19. She answered questions.

REGENTS REPORTS:

Staff Regent Report: The Board of Regents has an organizational meeting scheduled for August 12. The meeting is pending the Regent appointment by the governor. The organizational meeting must be held within 30 days after the appointment to swear-in the newly appointed Regent. The Board of Regents retreat is scheduled for August 5, and a meeting is scheduled for August 6.

Dan Kemp, Board of Regents Chair: Dan Kemp said he looks forward to serving as Chair of the Board of Regents and meeting staff. He said the fall freshman enrollment numbers are expected to be higher than last year's fall freshman enrollment numbers. Mr. Kemp complimented Staff Regent Schooley for his work representing staff. He discussed the asset preservation fee adopted by the Board of Regents at its June 7 meeting. He thanked staff for their service to the university.

Faculty Regent Report: Marion read the report from Faculty Regent Dr. Melony Shemberger who is at the Governor's Scholars Program at Morehead: She said the SGA President is currently serving in an internship out-of-town. She thanked Laura Castleberry, Kimberly Grasty, and Phil Schooley for creating a faculty ListServe. She also wants to communicate with staff.

APPROVAL OF MINUTES: Laura Buchanan made a motion to approve the June Minutes as presented. Tim Williams seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Debbie Griffin made a motion to approve the June Treasurer's as presented. Trish Lofton seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Marion Hale distributed committee membership lists for 2018-2019. She said the Executive Committee will meet before the August Staff Congress meeting to assign committees. She asked that Congress members return their completed Committee Preference forms as soon as possible. She said that items discussed at the July 16 Executive Committee meeting will be discussed throughout today's Staff Congress meeting.

Laura Buchanan said that a suggestion has been made to change the June Staff Congress meeting to another date due to Summer Orientation. According to the Staff Congress Bylaws, any change in meeting date will need to be announced 30 days in advance. Because the 2020 Summer Orientation schedule is tentative at this time, the suggestion was made to discuss any potential change to the June Staff Congress meeting date after the 2020 Summer Orientation schedule has been finalized.

Credentials and Elections Committee: Orville Herndon explained that the Credentials and Elections Committee oversees the annual April Staff Congress Election. The committee is currently working to fill the opening on Staff Congress created by a staff member's acceptance of off-campus employment.

Staff Recognition Committee: Marion Hale reported on the preparations for the Staff Appreciation Luncheon to be held on August 5. She said she has invited Regent Kemp and he plans to attend. She encouraged Staff Congress members to sit with other staff throughout the luncheon room rather than at one table with Staff Congress. Members are asked to arrive at the luncheon by 11:30 a.m., if they are available, in order to greet staff as they enter the ballroom.

Staff Special Events Committee: Marion Hale said the Staff Reception is scheduled for December 5. The Children's Christmas Party is scheduled for December 7. Congress members interested in chairing this committee may contact Marion Hale. The 2019-2020 chair's term on Staff Congress was completed on June 30, 2019.

Communications Committee: Laura Buchanan asked staff to send her items to post on the Staff Congress Facebook page and to encourage other staff to follow the Facebook page.

Working Conditions Committee: No report.

Staff Congress Foundation Textbook Scholarship Committee: The 2018-2019 committee chair completed her term on Staff Congress on June 30, 2019. Marion Hale said she will appoint a new committee chair.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: John Young said that at its meeting on July 19, the committee is scheduled to receive information regarding 2020 health insurance.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: No report.

Budget Advisory Committee: No report.

Shared Governance Committee: Laura Buchanan said she is looking forward to working with Faculty Regent Melony Shemberger this year. The Shared Governance Committee members intend for the group to be more active. Marion Hale complimented staff for their work in shared governance.

AD HOC COMMITTEES:

Bylaws Revision Committee: Orville Herndon said the Bylaws Revision Committee is working with Human Resources to determine the structure for Staff Congress representation groups. Marion Hale explained that the groups will be revised due to the outsourcing of positions.

Staff Handbook Committee: On behalf of Matt Purdy who was unable to attend today's Staff Congress meeting, Marion Hale reported that the Staff Handbook Committee's work will be based on the pending work of the Bylaws Revision Committee.

Staff Survey Review Committee: Marion Hale said the 2018 Staff Survey has been presented to the Board of Regents. The Staff Survey Review Committee will be developing this year's Staff Survey. Suggestions for the survey can be sent to the Executive Committee. Marion complimented Jessica Evans and Phil Schooley for work with the 2018 Staff Survey.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Staff Congress 2019-2020 Meeting Calendar: Laura Buchanan presented the 2019-2020 Staff Congress meeting calendar. She explained that the December 2019 and March 2020 meeting dates are listed on the second Wednesday of the month instead of the usual third Wednesday of the month due to the university's December closure and Spring break.

Laura Buchanan made a motion to approve the 2019-2020 meeting calendar as presented. Orville Herndon seconded. Marion Hale asked if there was any discussion. There was none. Marion Hale called for the question. The motion carried.

Committee Preference: Marion Hale distributed Committee Preference forms. She asked Congress members to return their completed forms by July 19. She has asked Laura Buchanan to serve as parliamentarian for 2019-2020.

Marion Hale asked if asked if there were any new items.

Jessica Evans read an email she received from an employee expressing concern that no receipt or proof is given to employees when they return their signed employment contracts to the President's office. Phil Schooley said that at its meeting with the President on July 16, the Executive Officers were told that staff in the President's Office keep a written list of the employees who have returned signed contracts. Employees may view the list upon request.

ADJOURNMENT: John Young made a motion to adjourn. Duane Dycus seconded. The motion carried and the meeting was adjourned.